

**JOB OPPORTUNITIES
FOR STUDENTS
FORT DETRICK, MARYLAND**

VACANCY

ANNOUNCEMENT NUMBER: CPAC-2006/YEAR ROUND

OPENING DATE: JANUARY 10, 2006

CLOSING DATE: JANUARY 9, 2007

POSITION TITLE: Office Automation Clerk

<u>Pay Plan/Series/Grade</u>	GS-326-02	Starting at	\$22,541.00
	GS-326-03	Starting at	\$24,074.00
	GS-326-04	Starting at	\$26,460.00

THESE POSITIONS REQUIRE THE SKILL TO TYPE A MINIMUM 40 WPM

Duration of Employment: These are year-round temporary positions. Employment may begin anytime after January 10, 2006.

Locations: Fort Detrick, MD, Falls Church, Virginia and Forest Glen, Silver Springs, MD

Description of Duties: Provides general office clerical support using office automation systems. Duties may include the following: Types, inputs, and or updates materials such as reports, memoranda, charts, tables, correspondence, drafts, or worksheets into final form using word processing, database or electronic spreadsheet automation software. Receives and routes mail. Receives telephone calls and office visitors and directs the appropriate personnel. Copies and assembles materials. Establishes and maintains files, records, and other documents. Makes travel or meeting arrangements. Provides other types of clerical support as needed.

Eligibility Criteria: Applicants must be students enrolled in school and pursuing a diploma, degree or certification in any of the following programs: high school (including GED programs), vocational school/technical certificate, associate, baccalaureate, graduate, or professional degrees. **Proof of enrollment from your school as a student is required as part of the application. You must be enrolled for at least a half-time schedule as defined by the accredited high school, technical or vocational school, 2-year or 4-year university or college, graduate or professional school attending**

Age 16 is the minimum age allowed for Federal employment. Students 16-17 years of age may only work with a State of Maryland work permit. The permit must be submitted at the time the job offer is made and start date confirmed.

Qualifications Requirement:

GS-02: Applicants must have three months of general experience which is progressively responsible clerical, office, or other work which indicates ability to perform the duties of the position being filled OR a high school diploma or equivalent. Applicants must certify on their application they can type 40 wpm.

GS-03: Applicants must have six months of general experience as described above OR one year of education above the high school level. Applicants must certify on their application that they can type 40 wpm.

GS-04: Applicants must have one year of general experience as described above **OR** two years of education above high school level. Applicants must certify on their application they can type 40 wpm.

HOW TO APPLY:

Applicants may submit any one of the following documents to apply:

- a. OF 612 (Optional Application for Federal Employment) located on the Office of Personnel Management's web site at:
http://www.opm.gov/Forms/pdf_fill/of612.pdf
- b. Resume in any format provided it includes the same information found in the OF 612.
- c. Other written format provided it includes the same information found in the OF 612

Regardless of the application format used, applicants must provide the following information.

- a. Position you are applying (to include vacancy announcement number) for and the lowest grade level you will accept.
- b. Full name, social security number, address, day and evening phone numbers.
- c. Complete dates of current or previous employment (**day, month, and year**) and **hours** worked per week and a description of the duties you performed. The number of hours worked must be documented. If a period in your employment history had/has mixed number of hours such as: Dec 1, 2004 – November 30, 2005 and during the summer you worked 40 hour weeks, but during the school year 20 hours a week, you must document it as: June 1, 2005 – August 31, 2005 - 40 hrs wk, September 1, 2005-November 19, 2005, 20 hrs a wk, then Thanksgiving break you worked 40 hours: November 21-30, 2005, 40 hrs a week, Determining your qualifications is based on the time periods you account for your

employment. It is important you accurately document that time and number of hours worked. It directly impacts the determination of your qualifications and the grade level for which you are referred.

- d. Relatives employed by the Federal government to include members of the armed forces. Provide name, employing Agency and relationship to you (e.g., mother, sister, uncle, etc.).
- e. If you are claiming veteran's preference, you must submit a readable copy of your DD 214 to support your claim for preference. If you claim 10 point preference, submit an SF 15 (Application for 10 point preference). This form may be found at Office of Personnel Management's web link http://www.opm.gov/forms/pdf_fill/SF15.pdf
- f. Country of citizenship. (Please note, non-citizens may only be considered for appointment if no qualified citizens are available for the positions).
- g. Proof of enrollment in school and a transcript that indicates courses you have completed; also include a list of courses you will have completed before your employment commences. This information will be used to determine your qualifications for positions and grade levels.
- h. Date of Birth is optional.

MAIL APPLICATIONS TO:

**US Army Civilian Human Resources Agency
Fort Detrick Civilian Personnel Advisory Center
ATTN: Barb Johnson
810 Schreider Street, Suite 106
Fort Detrick, Maryland 21702-5000**

Applications that are not complete will not receive consideration for these positions. Questions may be directed to the Fort Detrick Civilian Personnel Advisory Center (301) 619-2247.

Male applicants born after December 31, 1959, are required to complete a certification statement for Selective Service registration prior to an appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

**THE DEPARTMENT OF THE ARMY
IS AN EQUAL OPPORTUNITY EMPLOYER**

